

Retention and Classification Report

Agency: Administrative Office of the Courts (120)

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Records Officer

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AGENCY: Administrative Office of the Courts

SERIES: 83953

3

TITLE: Annual reports

DATES: 1973-

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains reports of the Administrative Office of the Courts' activities from the previous year with information pertaining to the administrator's message, agency activities, justice system, justices, agency services, and caseloads.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on the value of these records in documenting agency achievements, policies, programs, and function.

AGENCY: Administrative Office of the Courts

SERIES: 83953

TITLE: Annual reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Administrative Office of the Courts

SERIES: 16935

3

TITLE: Director of court services meeting minutes

DATES: 1973-

ARRANGEMENT: Chronological.

DESCRIPTION:

This is the record of the meeting of the Director of Court Services. The director is assigned the authority by UCA 78-3a-12 to appoint court clerks, deputy court clerks, and probation officers, to supervise the nonjudicial court staff, and serve as administrative officer of the court. Includes the date and time of the meeting, the place of the meeting, the individuals present, the topics discussed, and any decisions reached.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

Microfiche master: Retain in State Archives permanently.

APPRAISAL:

Administrative Historical

As the chief administrator of the juvenile courts, the record of the director's meetings is of obvious long term value.

AGENCY: Administrative Office of the Courts

SERIES: 16935

TITLE: Director of court services meeting minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Administrative Office of the Courts

SERIES: 14046

3

TITLE: Directories

DATES: 1989-

ARRANGEMENT: Chronological.

DESCRIPTION:

The directories, created by the Administrative Office of the Courts, provide access to the courts and its personnel. The directories contain names, addresses, and telephone numbers of court locations and court personnel throughout Utah, pictures of the judiciary, and a listing of federal, state, and county organizations with which the courts interact.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/06/2010

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

The directories document court personnel for a given year including names, court locations, and photographs of the judiciary.

PRIMARY CLASSIFICATION:

Public

AGENCY: Administrative Office of the Courts

SERIES: 11523

3

TITLE: Employment applications

DATES: 1989-

ARRANGEMENT: Chronological

DESCRIPTION:

Applications of those persons qualified to be listed on a register but who were not selected as the candidate for employment. If DHRM has officially delegated a particular state agency as the record copy office then they should retain these applications for three years.

RETENTION:

Retain 48 months.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 12.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

AGENCY: Administrative Office of the Courts

SERIES: 11523

TITLE: Employment applications

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (1)(e) (2008)

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Administrative Office of the Courts

SERIES: 11522

3

TITLE: Personnel records

DATES: 1988-

ARRANGEMENT: Chronological, thereunder alphabetical by employee surname.

DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. The file should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

RETENTION:

Retain 65 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 2.

AUTHORIZED: 05/25/1999

AGENCY: Administrative Office of the Courts

SERIES: 11522

TITLE: Personnel records

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (1)(e) (2008)

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Administrative Office of the Courts

SERIES: 5118

3

TITLE: Telephone bills

DATES: 1988-

ARRANGEMENT: Chronological

DESCRIPTION:

Originals and copies of tickets filed in support of telephone call payments.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 43.

AUTHORIZED: 09/25/1990

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Administrative Office of the Courts

SERIES: 5129

3

TITLE: Warrant requests

DATES: 1988-

ARRANGEMENT: Numerical by warrant number.

DESCRIPTION:

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 49.

AUTHORIZED: 09/25/1990

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. social security number